



Special Projects Authorization Form

Office of Admissions and Records

Instructions: Student is to complete Part I of form prior to Instructor filling out Part II. Submit completed form to the Office of Admissions and Records at time of registration or prior to the fourth week of the semester. Student will not be permitted to register for a Special Projects class until the completed form is submitted.

*Form does not override any holds on student record.

PART I: TO BE COMPLETED BY STUDENT – please print clearly

_____ Last Name _____ First Name _____ MI _____ Student ID Number _____

The above named student has my permission to enroll in the following course to complete the special project indicated below during the:

The above named student has my permission to enroll in the following course to complete the special project indicated below during the:

_____ Semester/Year _____ Dept./Course Number/Synonym Number _____ Title of Project _____
Example: Fall 18 Example: ART-201-01 (074231) Example: Advanced Throwing

Objectives of Project:

Method of Achieving Objectives:

Method of Evaluation:

_____ Student Signature _____ Date _____

PART II: TO BE COMPLETED BY INSTRUCTOR

If approved, please sign below. Retain the original copy of this form with the final grade affixed and the number of units awarded. The final grade and number of units awarded must also be submitted on the final grade report.

NOTE: Part-time instructors are to obtain signature of full-time instructor or Division Dean

_____ Grade _____ Units _____ Part-time Instructor Signature _____ Date _____

_____ Full-time Instructor (or Division Dean) _____ Date _____

Admissions & Records Use Only

Processed by: _____ Date: _____ Student Completed Class: Yes No Dropped